The Duke of Ed

Online Record Book

Participant

User Guide

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1. Welcome

The Online Record Book (ORB) is a web based system for recording activities and reports for The Duke of Edinburgh's Award (The Duke of Ed). The system is used for recording, monitoring and signing off Duke of Ed activities, as well as a communication tool for all registered users.

This user guide is designed to assist Participants in using the Online Record Book.

1.1. Definitions

1.1.1. People

a. Applicant – Person who is 14 – 25 years old wishing to undertake The Duke of Ed

b. Participant – A 14 – 25 year old person participating in The Duke of Ed.

c. Assessor - An adult volunteer who assesses The Duke of Ed Sections for Participants.

d. Licensed Operator - An organisation that is registered to run The Duke of Ed.

e. Coordinator - The adult volunteer who manages The Duke of Ed on behalf of a Licensed Operator.

f. State/Territory Development Officer - The contact at a Duke of Ed State/Territory Office for Licensed Operators and Coordinators.

g. National Office - Staff at the Duke of Ed National Office who promote the Award and supports the ORB.

1.1.2. Items

a. Award – A Duke of Ed Award.

b. Levels – Bronze, Silver and Gold.

c. Section – the areas of The Duke of Ed that must be completed in order to achieve an Award (Adventurous Journey, Fitness, Skill, Volunteering, Residential Project (Gold only)).

d. Activity – the area of interest within the Section that is undertaken to complete that Section, eg netball is an activity for the Fitness section.

e. Logs – Participant record of hours and tasks undertaken within an Activity.

1.2. Webpage Links

Use the links below to access the online record book. Links are available from The Duke of Ed National website www.dukeofed.com.au.

1.2.1. Participant login page:

http://orb.theaward.com.au/participant

1.2.2. Participant registration page:

http://orb.theaward.com.au/participant/award/registration.asp

1.2.3. Management (Coordinators, Assessors) login page:

http://orb.theaward.com.au/management

1.2.4. Operator registration page:

http://orb.theaward.com.au/participant/award/licensed-operator-registration.asp

1.2.5. Coordinator registration page (for additional Coordinators within a Licensed Operator)

http://orb.theaward.com.au/participant/award/coordinator-registration.asp

1.2.6. Assessor registration page:

http://orb.theaward.com.au/participant/award/assessor-registration.asp

1.3. Conventions

The following conventions are used in the manual

1.3.1. Fields on the website denoted with an asterisk (*) are mandatory

1.3.2. *Italicised* words in the manual are field names or options on the website.

2. Participant Registration

2.1. Online Registration

2.1.1. Go to the Participant Registration webpage:

http://orb.theaward.com.au/participant/award/registration.asp

2.1.2. Complete the *My Personal Details* section.

Applicants under 18 will need to complete additional Parent Details (see section 2.2 Parental Consent below).

Please note The Duke of Ed is for young people aged 14 – 25 only.

2.1.3. Complete the *My Award* section.

a. Follow the link to view the Terms and Conditions.

b. Select the Terms and Conditions check box to accept.

2.1.4. Review your information and click Submit.

The Duke of Ed
Experiences that last a lifetime
Online Record Book
Participant Registration
Thanks!
Thank you for registering to do your Duke of Ed.
IMPORTANT: A validation email has been sent to you. Please click the link in the email to continue the registration process. This is a security measure to confirm you own this email address.
If you do not validate your email your coordinator will not receive your request.

2.1.5. An email will be sent to the Applicant for them to validate their email address. **It is essential the email address is validated via the link in the email. Failure to do so will mean your application can not be processed.**

2.1.6. Once the email has been validated, the Coordinator of the selected Licensed Operator will accept them as a Participant. An acceptance email will be sent to the Participant with a user name and password.

2.2. Parental Consent

For Applicants under 18, they will be required to get parental/guardian consent prior to undertaking any Award activities. This can be gained digitally through the Online Record Book registration process. If a parent/guardian has no email or computer access, or if the requirements in your State/Territory require a signed form, you will be required to provide a parent consent form to your Coordinator. Your State/Territory Office will provide these to you.

3. Participant Login

Once a participant has received an email approving their registration they can login. This email contains the participants username and password and a link to the login page.

3.1.1. Go to the Participant login webpage:

http://orb.theaward.com.au/participant

3.1.2. Enter your participant username and password.

3.1.3. Press Log In.

a. The first time the Participant logs in they will be required to fill out a short survey

b. On completion of this survey, the Participant will be taken to the *My Details* menu is page (see section 4.5 below).

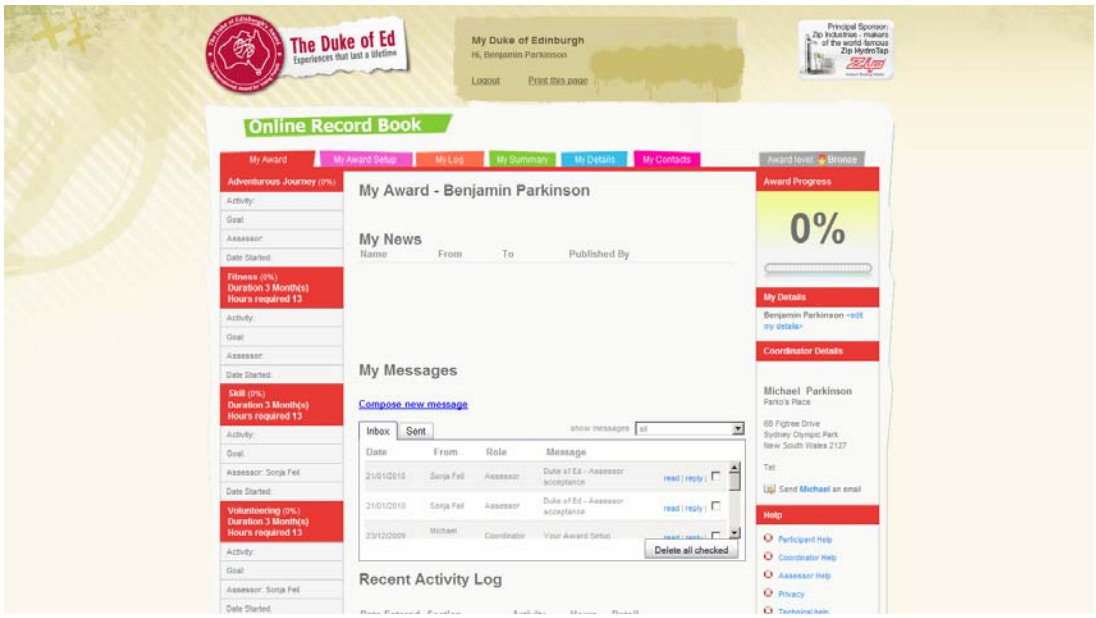
c. On subsequent logins the *My Award* menu is displayed (see section 5 below).

4. Navigation

On login Participants are presented with the *My Award* page.

My Award is the homepage for Participants. It contains news items from Coordinators, State/Territory Offices and National Office, lists of messages, a recent activity log and an Award summary.

From the homepage coordinators can send messages and edit their details.



4.1. Welcome Message

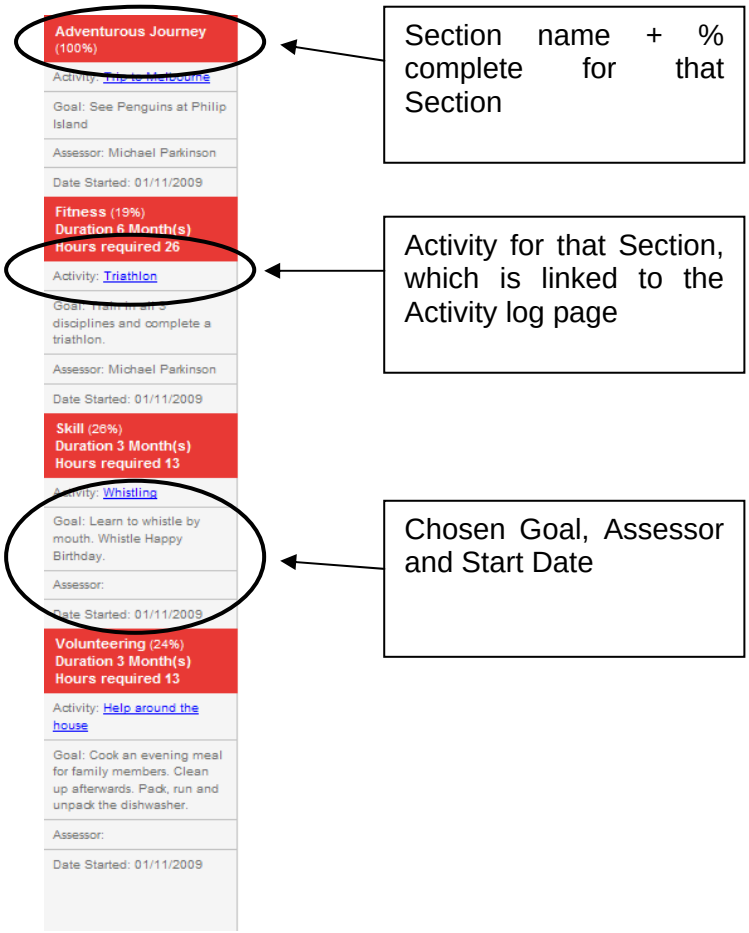
The welcome message at the top of the screen has links to logout of the system and print this page.

4.2. Menu Tabs

Use the tabs at the top of the screen to move between different menus:

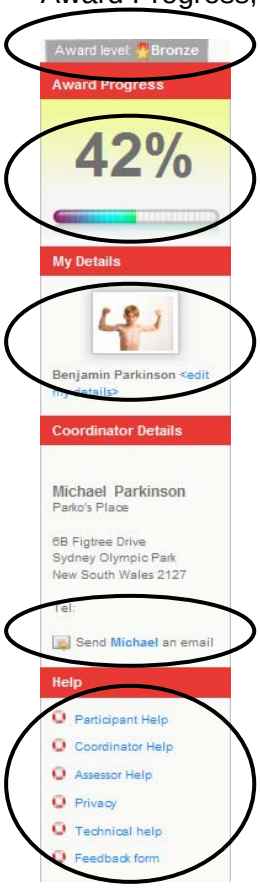
4.3. Left Side Bar

On the left hand side of the screen is a bar that summarises the Participant's award - Adventurous Journey, Fitness, Skill, Volunteering and Residential Project (Gold only).


Adventurous Journey (100%)
Activity: Trip to Melbourne
Goal: See Penguins at Philip Island
Assessor: Michael Parkinson
Date Started: 01/11/2009
Fitness (19%)
Duration 6 Month(s)
Hours required 26
Activity: Triathlon
Goal: Train in all 3 disciplines and complete a triathlon.
Assessor: Michael Parkinson
Date Started: 01/11/2009
Skill (26%)
Duration 3 Month(s)
Hours required 13
Activity: Whistling
Goal: Learn to whistle by mouth. Whistle Happy Birthday.
Assessor:
Date Started: 01/11/2009
Volunteering (24%)
Duration 3 Month(s)
Hours required 13
Activity: Help around the house
Goal: Cook an evening meal for family members. Clean up afterwards. Pack, run and unpack the dishwasher.
Assessor:
Date Started: 01/11/2009
Section name + % complete for that Section
Activity for that Section, which is linked to the Activity log page
Chosen Goal, Assessor and Start Date

4.4. Right Side Bar

On the right hand side of the screen is a bar that summarises the participant's Award Progress, My Details, Coordinator's Details, and the help menu:



Award level you are doing

% complete displayed. This is a total % of all Sections

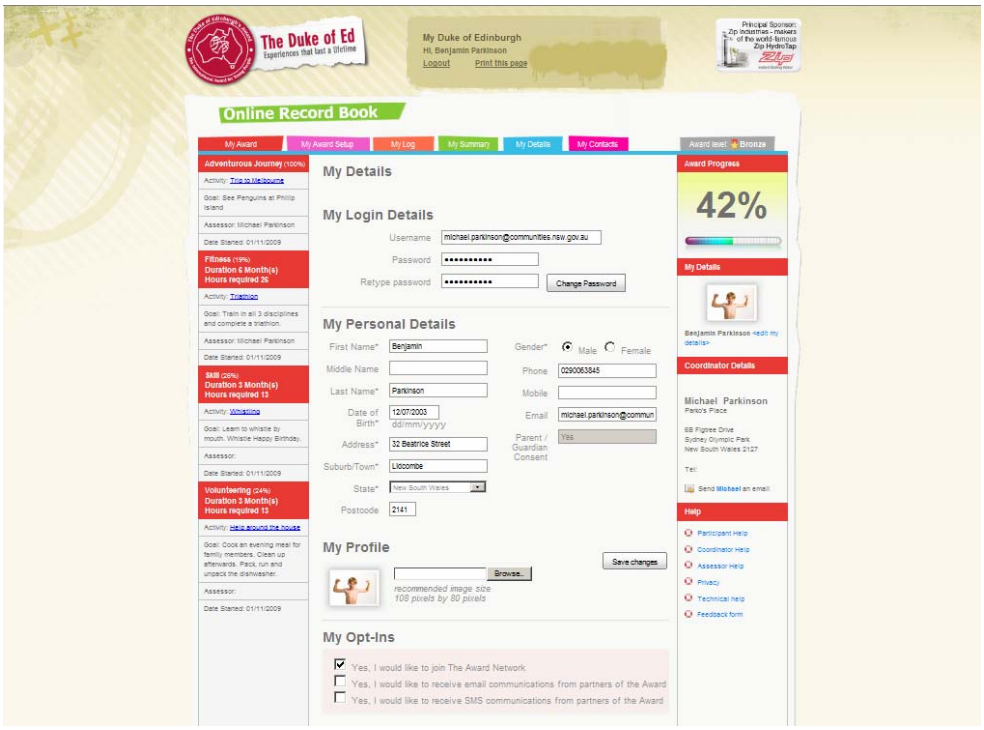
You image is displayed here. This helps Coordinators and Assessors identify Participants at a glance

You can email your Coordinator via this link

All help and user manuals are found here. You can also fill in the feedback form if you have any issues

4.5. Edit My Details

4.5.1. Go to the *My Details* menu tab or click <edit my details> from the *My Details* sidebar:



4.5.2. Update details as required:

a. Mandatory fields

i My Login Details – this is where you update your user name and password. Remember to choose something you can easily remember

ii My Personal Details – check your email address is correct

iii My Profile – uploading your photo is really important

b. Optional fields

i My Opt-Ins – where you can subscribe to newsletters

ii Self Identification Questions – this information will help The Duke of Ed with our reporting and funding

4.5.3. Click Save changes.

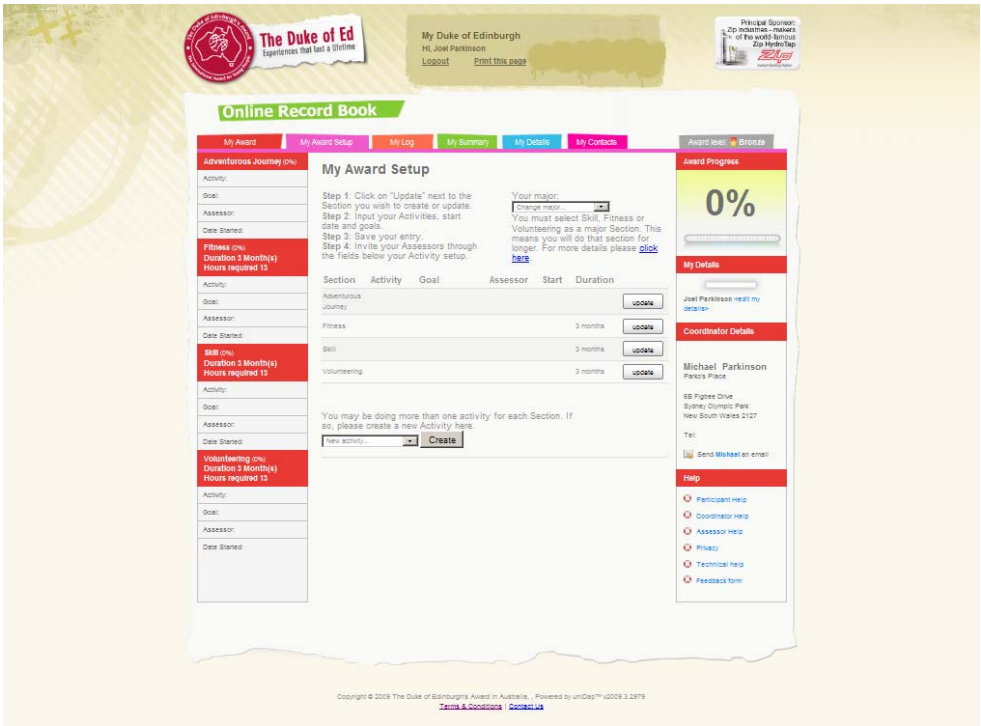
Note: The Participant must update these details before they can commence their Duke of Ed

5. Setup My Award

Participants need to set up their Award before they can start logging activities.

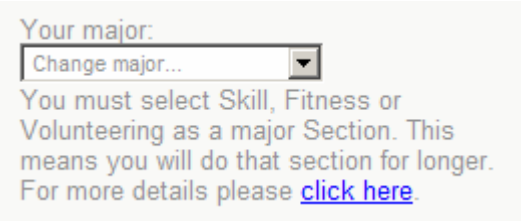
5.1. Introduction

5.1.1. To setup the participant's award go to the *My Award Setup* menu tab:



5.1.2. If you are a Bronze Participant, or you are starting your Duke of Ed for the first time as a Silver or Gold Participant, you must select a major Section. This is the Section you will do for the longest time (out of Fitness, Volunteering and Skill)

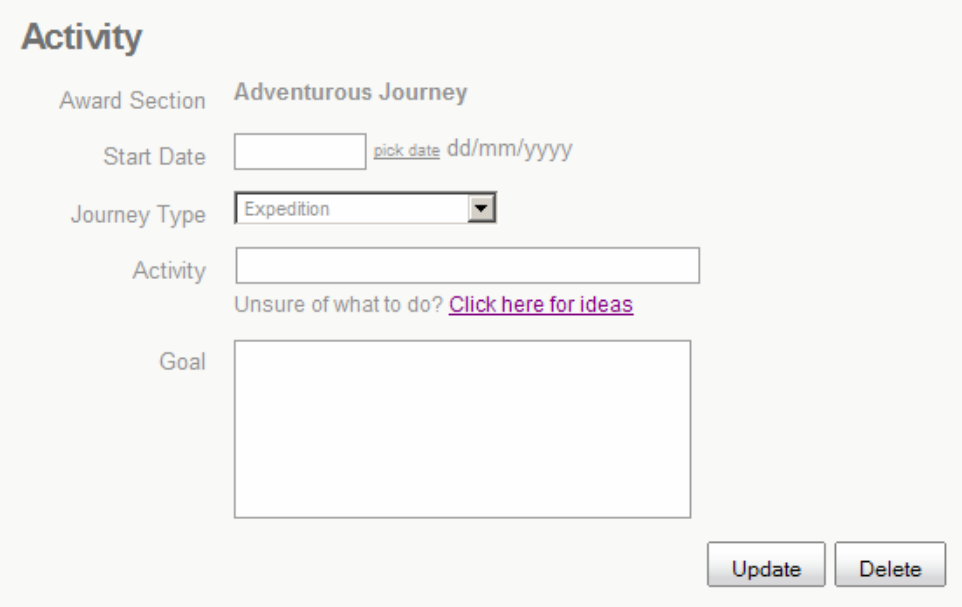
5.1.3. Select *Your major* from the drop down list:


Your major:
Change major...
You must select Skill, Fitness or Volunteering as a major Section. This means you will do that section for longer. For more details please click here.

5.2. Add an Activity

At least one Activity must be created for each Award section.

5.2.1. From the *My Award Setup* menu, click on update next to the desired Award Section:



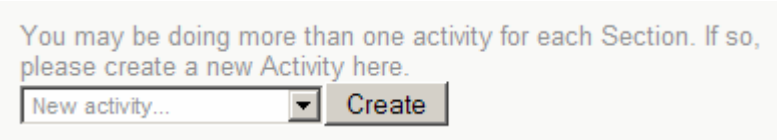
5.2.2. Complete fields for the Activity and click Update

5.2.3. Note: You do not have to fill in your goal at this stage. You may wish to wait and set this with your Assessor.

Note: Adventurous Journeys have an additional field for *Journey Type*.

5.2.4. If you are doing a Section for a long time, you may wish to undertake more than one Activity. For example, if you are doing Fitness for 12 months, you may wish to do a summer sport and a winter sport.

5.2.5. Additional activities can be created for each Section:



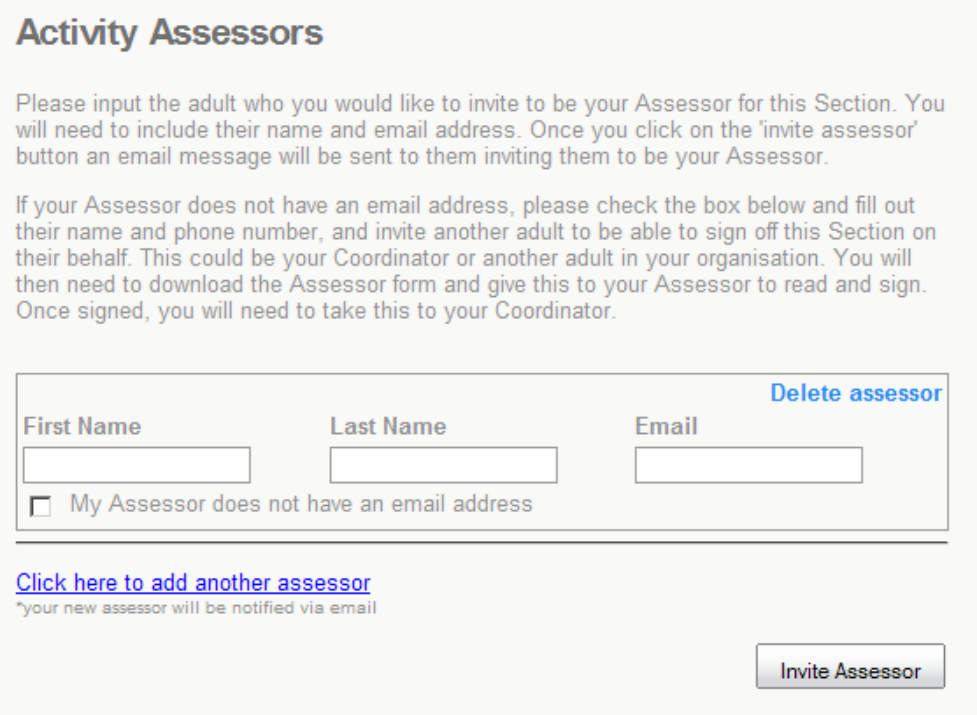
5.3. Invite an Assessor

Assessors are suitably qualified or experienced adult volunteers who assist Participants with their Award Program, and who are responsible for signing off that a Section has been completed. For each Section of The Duke of Ed (Fitness, Skill etc), a Participant will need at least one Assessor to help guide them throughout their Award journey. In some instances a Participant will require more than one Assessor per Section.

If the Assessor doesn't have internet access, Participants can print a form from within the Online Record Book *My Award Setup* section. Once signed, the

Participant will need to take this form to their Coordinator. The Participant will also need to enter another adult as the person who will sign off that Section on behalf of their Assessor through the Online Record Book. This adult may be the Coordinator, or perhaps a parent or another adult..

5.3.1. While updating the activity go to the Activity Assessors section below:


Activity Assessors
Please input the adult who you would like to invite to be your Assessor for this Section. You will need to include their name and email address. Once you click on the 'invite assessor' button an email message will be sent to them inviting them to be your Assessor.
If your Assessor does not have an email address, please check the box below and fill out their name and phone number, and invite another adult to be able to sign off this Section on their behalf. This could be your Coordinator or another adult in your organisation. You will then need to download the Assessor form and give this to your Assessor to read and sign. Once signed, you will need to take this to your Coordinator.
Delete assessor
First Name
Last Name
Email
My Assessor does not have an email address
Click here to add another assessor
*your new assessor will be notified via email
Invite Assessor

5.3.2. Enter the details for the Assessor and click

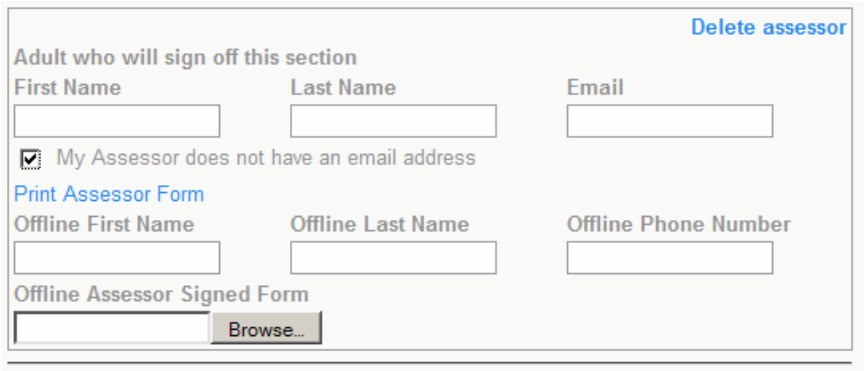
.

The Assessor will receive an email instructing them how to login.

5.3.3. If the Assessor doesn't have an email address:

a. Tick the

box. An additional section will appear:



b. Enter the name of an adult who will sign off this section on behalf of the Assessor..

c. Print the Assessor form, and ask the Assessor to complete it and return it to the Coordinator.

d. Complete the Assessor's details in the offline section.

e. Click

.

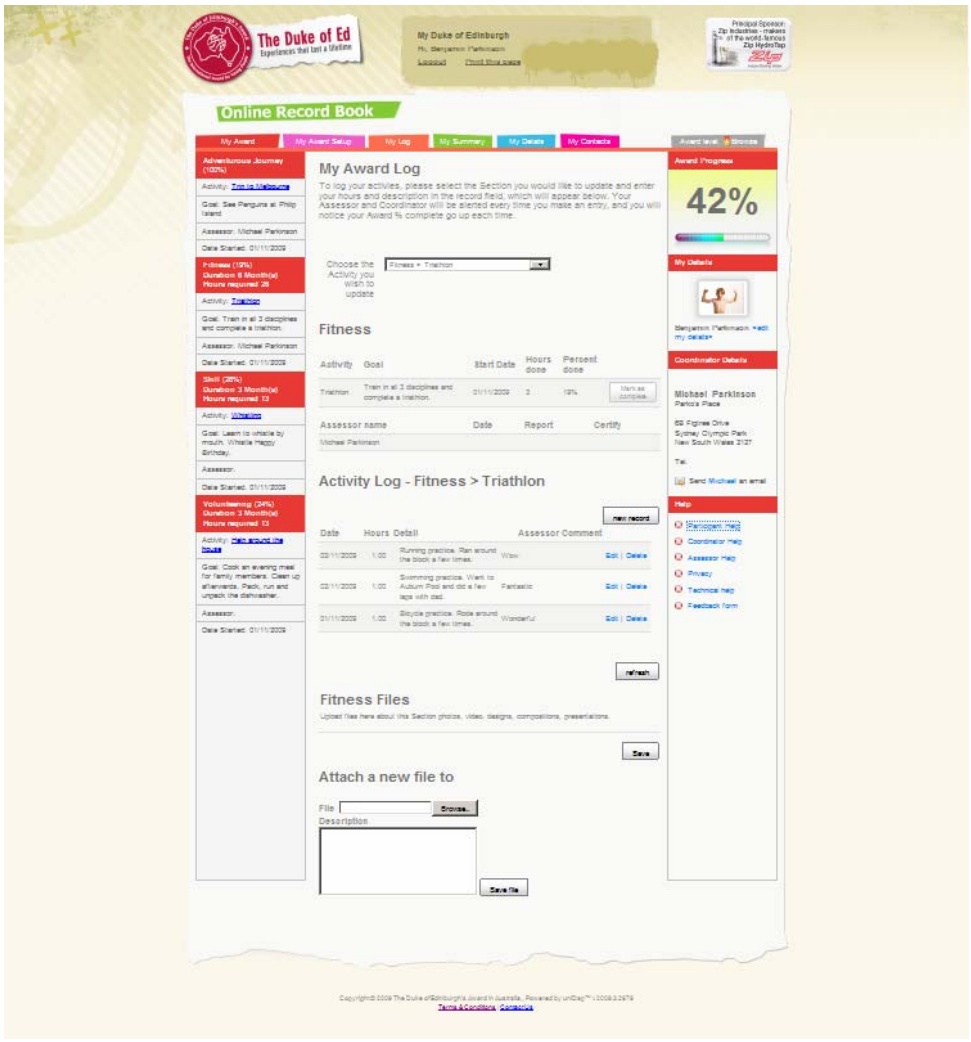
The nominated adult will receive an email instructing them how to login.

6. Update My Log

Participants log their hours for Activities in the ORB via the My Log tab. Logs can be done retrospectively, but not in advance (except for Adventurous Journey). You can view all your logs in the *My Summary* menu tab of the ORB.

6.1. Introduction

6.1.1. Go to the *My Log* menu tab:



6.1.2. Your log will default to Fitness. To select another Section, choose from the drop down menu. The record log for that Section will appear below.

6.2. Add a Log to an Activity

6.2.1. From the *My Log* menu tab click new record:

6.2.2. Enter the details for the log and click save.

6.2.3. To edit a log click the Edit option next to the log.

6.2.4. To delete a log click the Delete option next to the log.

6.3. Add a File to an Activity

6.3.1. From the *My Log* menu tab click Browse..., navigate to the file and click open.

6.3.2. Enter a description and click Save file.

6.3.3. All files will also be displayed in the My Summary page, and can be viewed by your Coordinator and the Assessor of that Section.

7. Submit Activity for Approval

7.1.1. As the participant adds more log entries, the percent done for that Activity is updated.

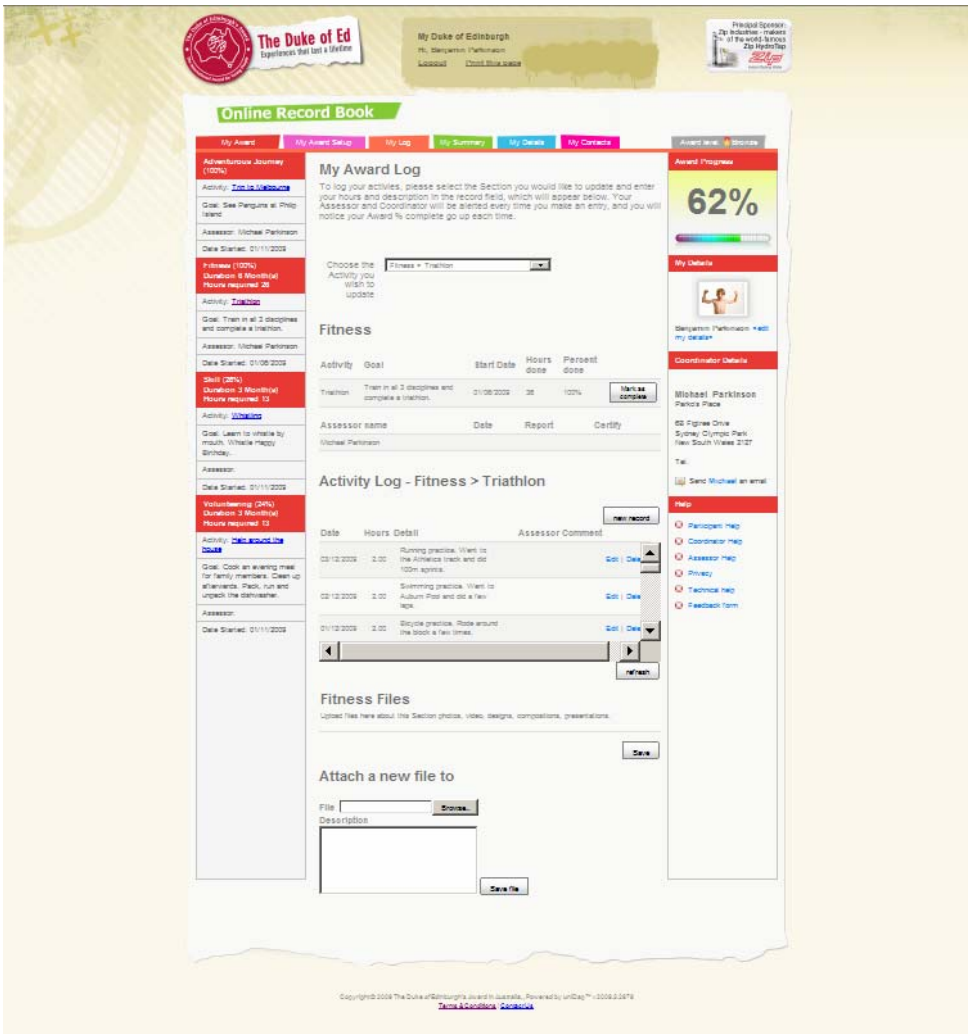
7.1.2. The percent done for an Activity makes up part of the overall Award progress % displayed on the right hand side of each page.

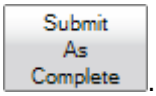
7.1.3. The percent done for an Activity can be viewed in the left hand side bar, the My Log menu tab or the My Summary menu tab.

7.1.4. Regular effort is required to reach 100%. Regular effort usually means one hour a week, or two hours per fortnight.

7.1.5. Once the Percent done for an activity reaches 100% the activity can be submitted to the Assessor for approval.

7.1.6. To submit an Activity to an Assessor for approval, go to the My Log menu tab and choose the Activity you wish to update:



7.1.7. Next to the Activity you wish to submit to the Assessor, click 

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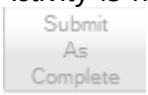
7.1.8. Once you have submitted the Section to the Assessor, you will not be able to log any further activities. The Section will be 'locked to editing'.

Note: The button will be greyed out if the Activity is not 100% complete or if the activity has already been submitted - 

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7.1.9. An email will be sent the Assessor notifying them that an Activity has been submitted, and asking them to sign off the Activity and submit their report.

7.1.10. When the Assessor has approved or rejected the Activity an email will be sent to the Participant informing them of the decision.

7.1.11. Please note, there is no such thing as failure in The Duke of Ed. If a Section is not accepted as complete, it will be unlocked, and a Participant can then continue to log Activities until the Assessor is satisfied they have met the requirements of that Section.

8. Submit Award for Approval

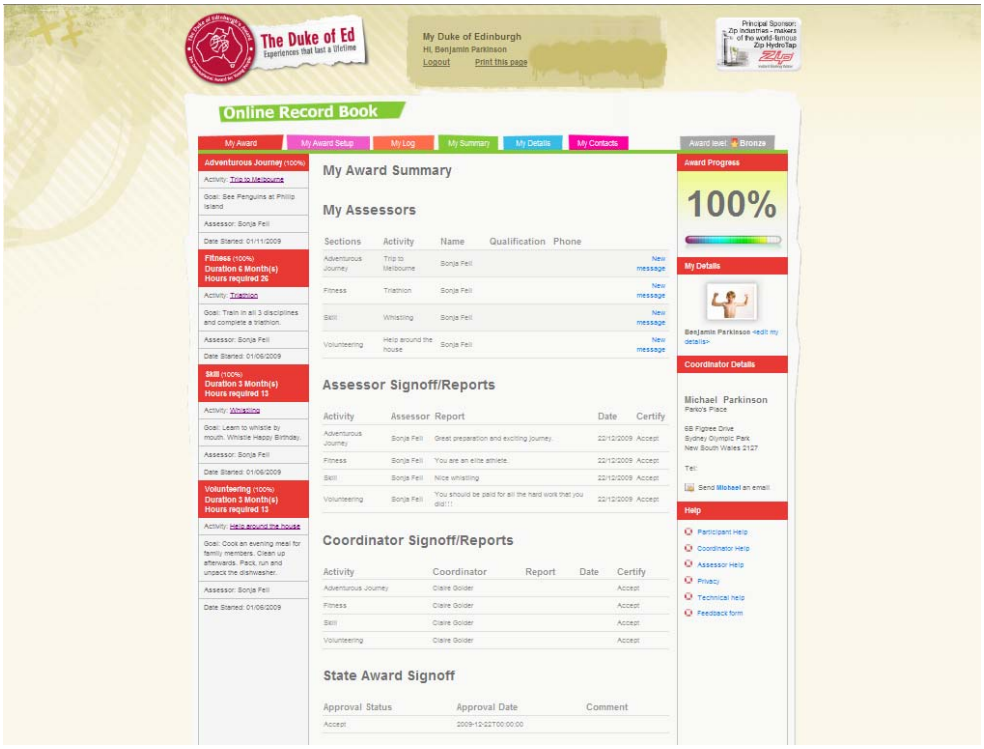
When all of the Activities for the Participant's award have been approved, the Award is automatically submitted to the Coordinator for approval.

To submit an Activity to an Assessor for approval see section 7 above.

8.1.1. When the Coordinator has approved the Award it is automatically submitted to the State/Territory Contact for approval.

8.1.2. When the State/Territory Contact has approved (or rejected) the Award an email will be sent to the Coordinator informing them of the decision.

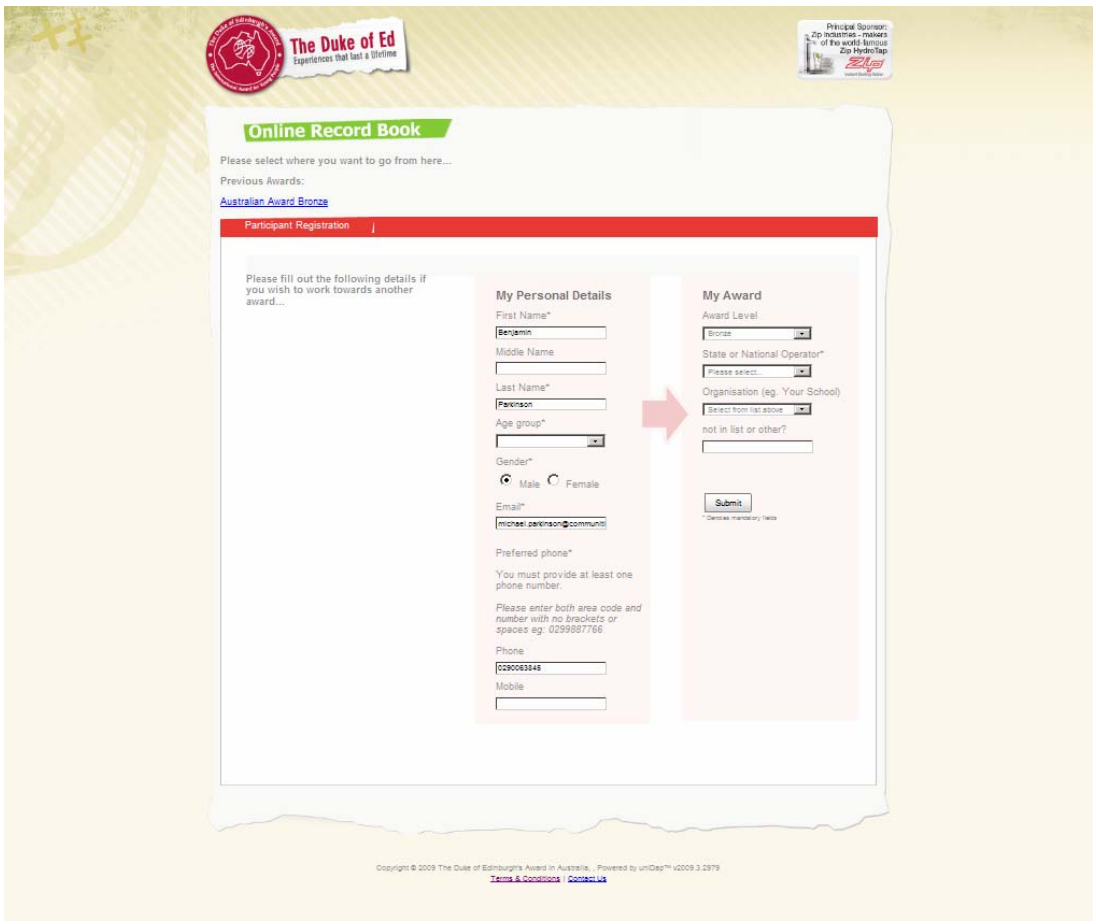
8.1.3. Participants can view the status of their Award in the *My Summary* menu tab:



9. Progress to Next Level of Award

Once the Award has been approved, the next time the Participant logs on to the ORB they will be invited to submit an application to do the next Award level. When a Participant completes Gold, they will be invited to join The Duke of Ed network.

All previous Awards that are recorded in the ORB can be accessed via links at the top of the page



For more information about registering for an Award see section 2 above.

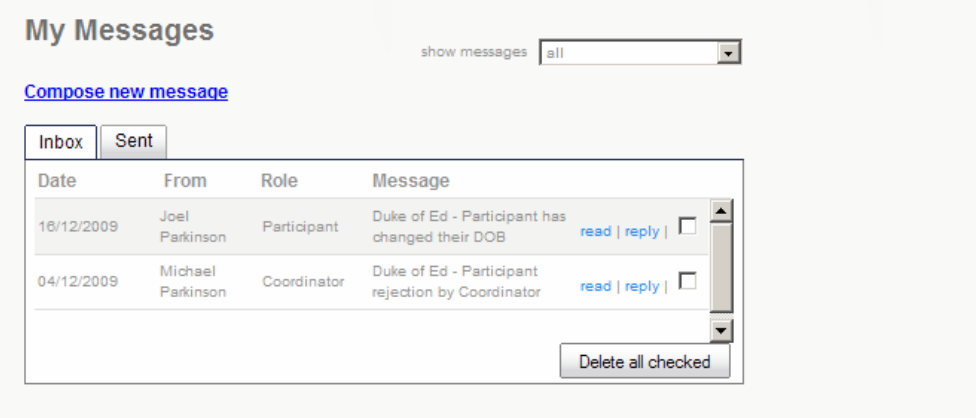
10. Communication

The ORB has some features that allow for communication between users.

10.1. Messages

Messages can be sent between related users, ie a Coordinator can send a message to their Participants, and their Assessors.

10.1.1. Users can view their messages from the Dashboard under the *My Messages* section:



Read, reply or delete messages from here.

10.1.2. To send a new message click Compose new message :

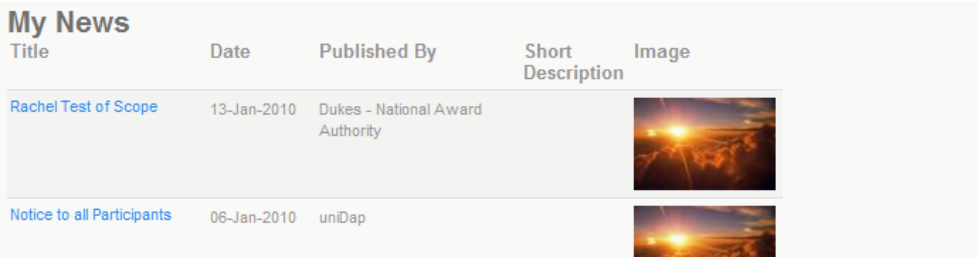
10.1.3. Complete the message and click send.

To send an email in addition to an internal message select the option send as internal message and also as email

10.2. News

News allows Coordinators, State and Territory Offices and National Office to display notices to groups and individuals within the system.

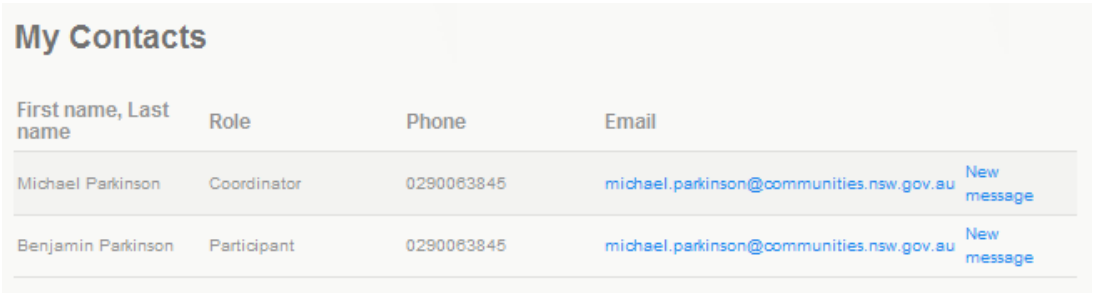
10.2.1. Users can view News items from the Dashboard under the *My News* section:



10.2.2. Read the full News items from here by clicking on the Name of the News item.

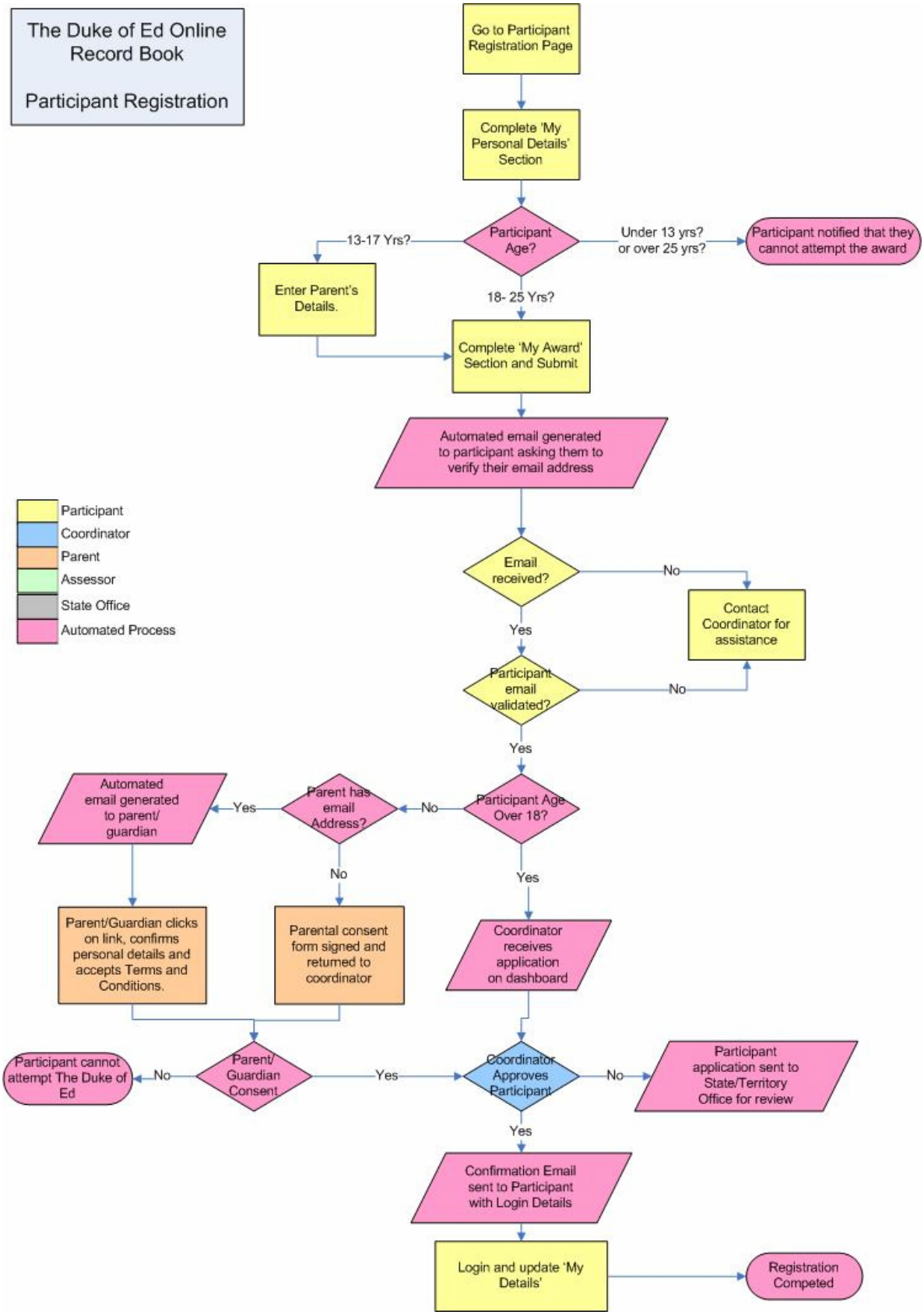
10.3. My Contacts

Go to the *My Contacts* menu tab to see a list of the User's contacts. For Participants, this will be your Coordinator and your Assessors:

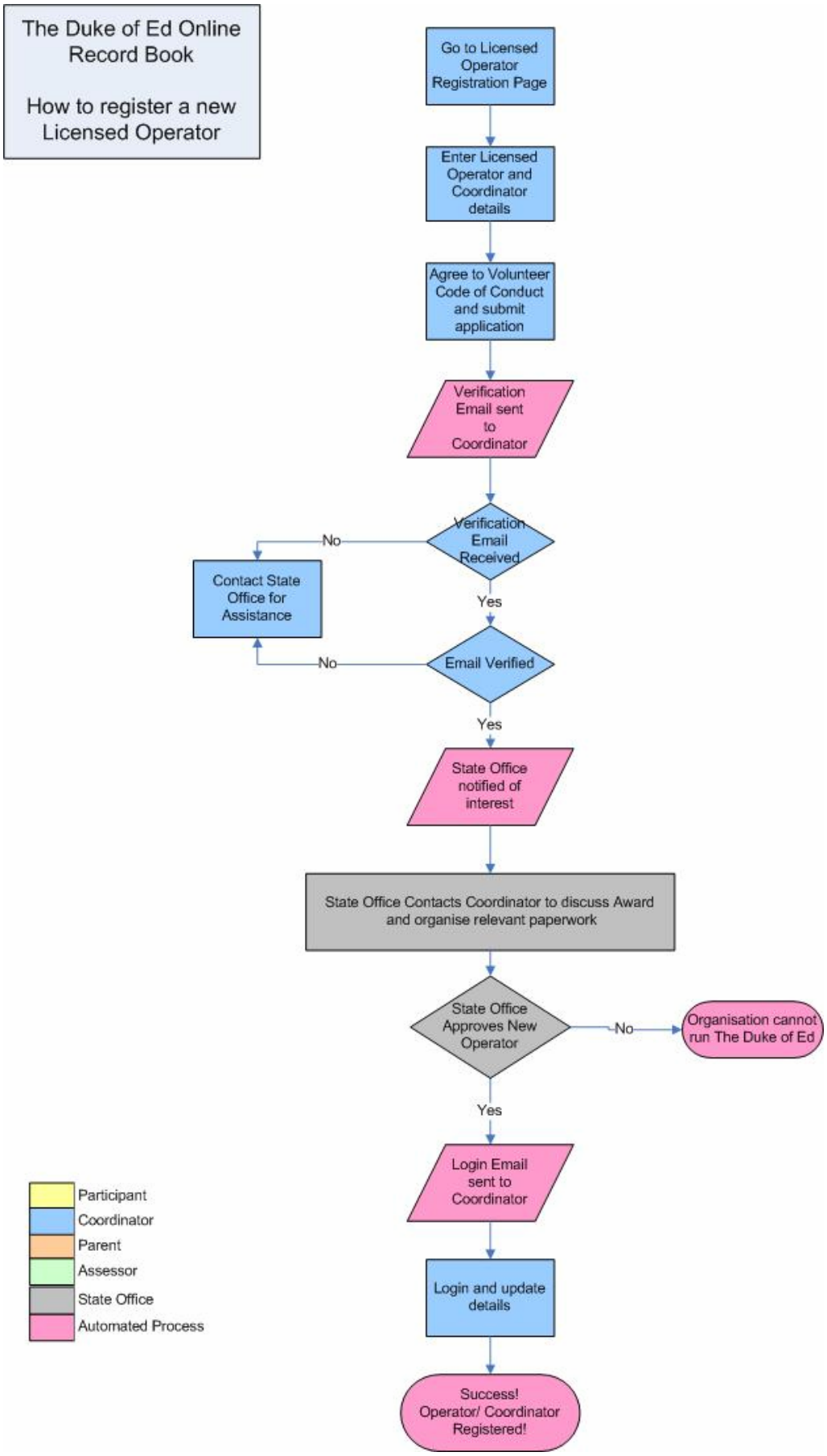


11. Appendices – Flow Charts

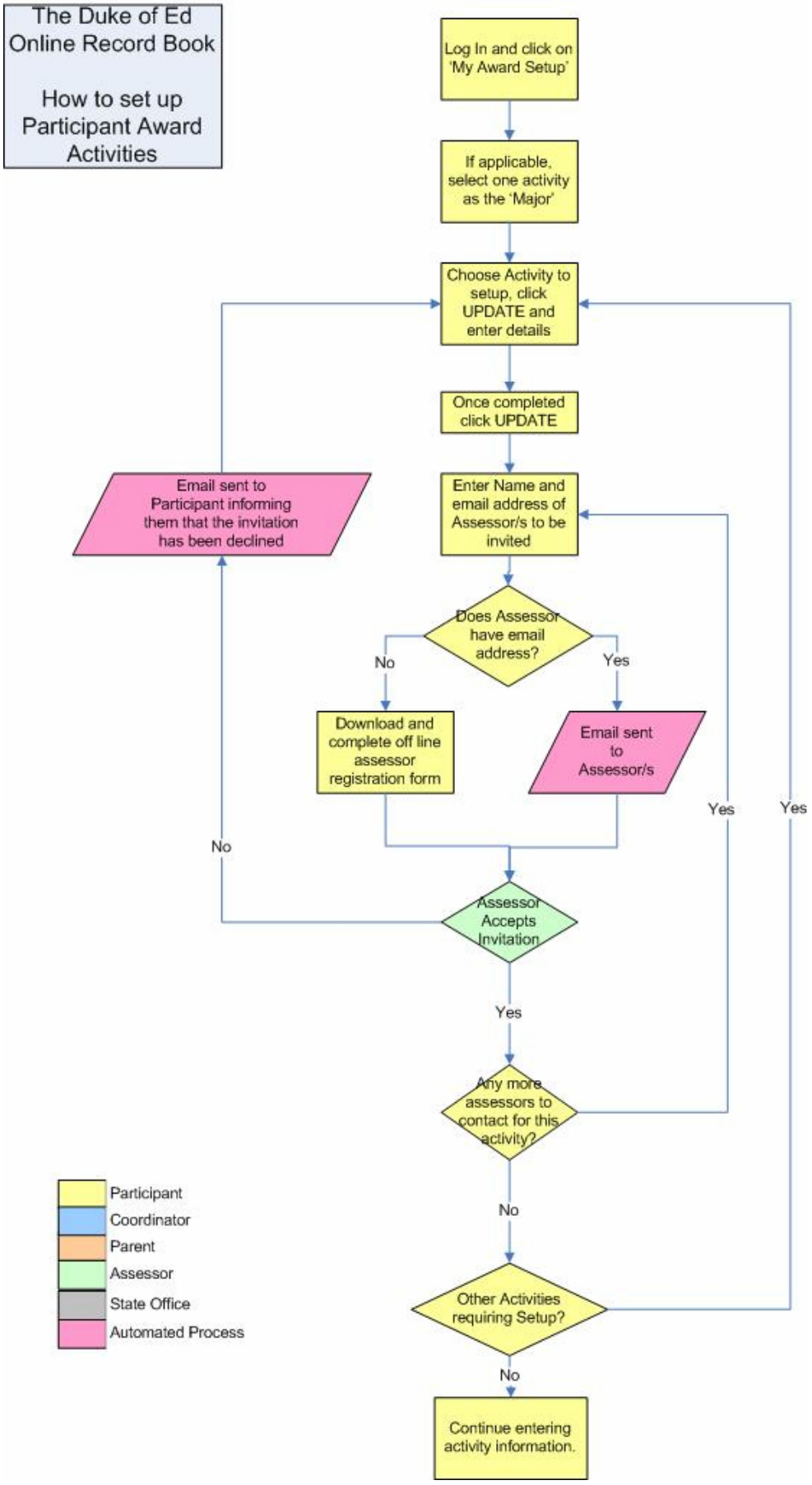
11.1. Register and approve Participant



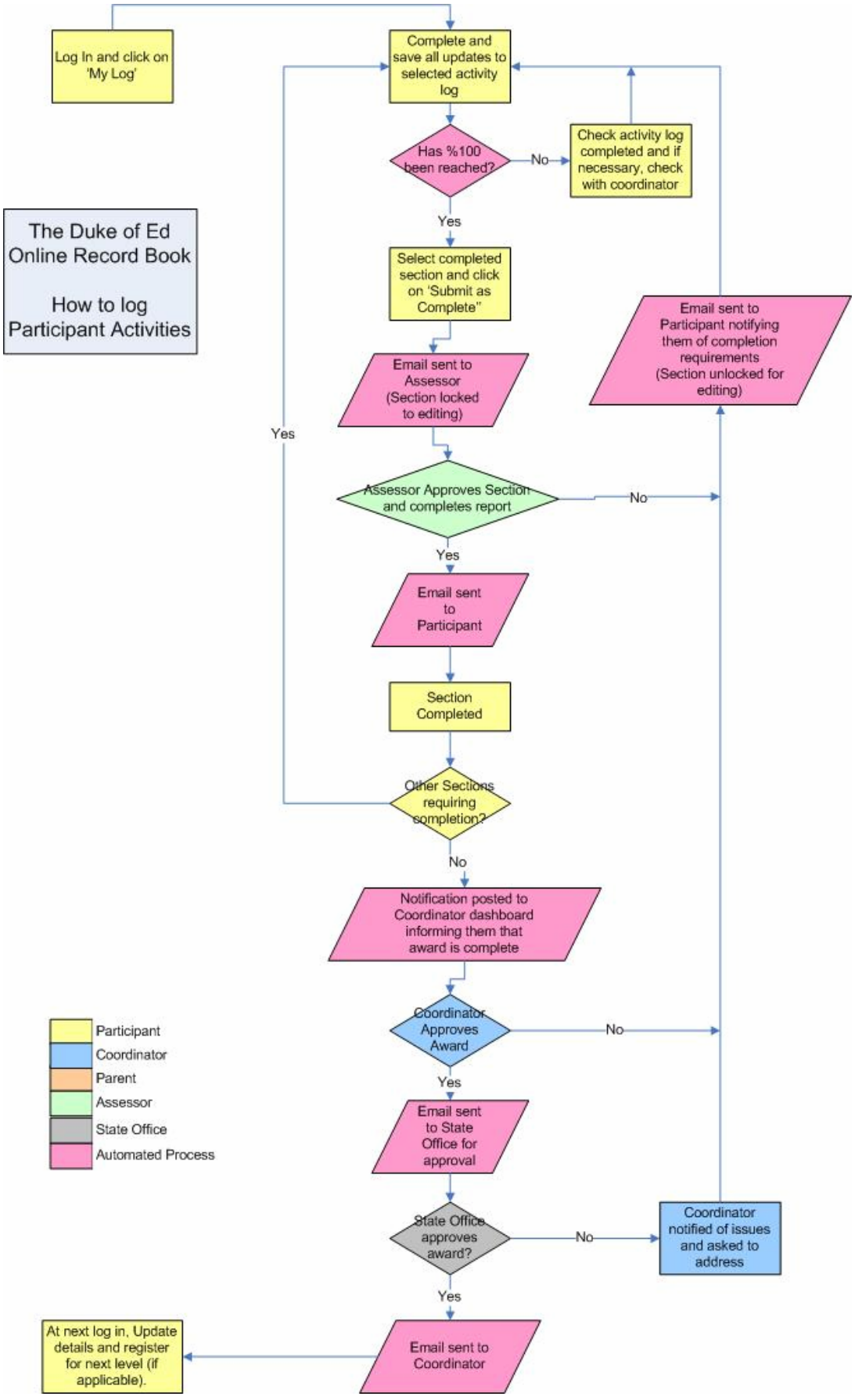
11.2. Register Operator and Coordinator



11.3. Setup Activity and Register Assessor



11.4. Submit and approve Activities and Award


The Duke of Ed Online Record Book
How to log Participant Activities
Log In and click on 'My Log'
Complete and save all updates to selected activity log
Has %100 been reached?
No
Check activity log completed and if necessary, check with coordinator
Yes
Select completed section and click on 'Submit as Complete"
Email sent to Assessor (Section locked to editing)
Email sent to Participant notifying them of completion requirements (Section unlocked for editing)
Yes
Assessor Approves Section and completes report
No
Yes
Email sent to Participant
Section Completed
Other Sections requiring completion?
No
Notification posted to Coordinator dashboard informing them that award is complete
Coordinator Approves Award
No
Yes
Email sent to State Office for approval
State Office approves award?
No
Coordinator notified of issues and asked to address
Yes
Email sent to Coordinator
At next log in, Update details and register for next level (if applicable).
Participant
Coordinator
Parent
Assessor
State Office
Automated Process